Time Management

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Abstract*: 'Time' is a precious resource. Each student has 24 hours in a day. As studying often involves meeting deadlines, how you use these hours is essential to achieving success at university. To meet the demands of your studies, work out what needs to be done and when. Work out how to use time as efficiently as possible as managing time is a skill that can be learned and developed in order to promote balance in student life.*

Keywords: Time Management

I. INTRODUCTION

"One thing you can't recycle is wasted time" Anonymous

'Time' is a precious resource. Each student has 24 hours in a day. As studying often involves meeting deadlines, how you use these hours is essential to achieving success at university. To meet the demands of your studies, work out what needs to be done and when. Work out how to use time as efficiently as possible as managing time is a skill that can be learned and developed in order to promote balance in student life.

This brochure presents some ideas that may assist you to better manage your time. Experiment with these time management ideas in order to discover a style that works best for you.

HOW TO GET THE MOST TIME OUT OF TIME

Develop a schedule that allows you sufficient time to study.

Minimize distractions and interruptions. Allocate time to make phone calls, and set time limits to conversations.

When studying, select the times of day your brain is at its peak performance.

Keep a time log – know how much time you have. Use a year planner to chart your studies and to give you an indication of when your busier periods are and when you can take time out to reflect, relax and reorganise. Some of the practical things to note on a year-planner include:

Due dates for assignments/projects and preparation for projects or assignments.

Exam and test dates and also the preparation time for exams and tests.

Personal events that may necessitate that you are unable to attend to your studies.

BE AWARE of Time Thieves that steal your time. Some common time thieves are:

Procrastination

Lack of planning

Interruptions

Lack of delegation

Social media and networking sites, the mobile phone, email and internet

Not being able to say 'No'

Lack of organization and untidiness

Bad attitude

Negative people

Unnecessary meetings

Assess how your time is stolen and define the action you're going to take to eliminate the time thieves.

up as both urgent and important. These are tasks that should be prioritised. A useful way of deciding which item should enjoy greater priority is to look at the diagram below and decide which block the task belongs in.

Time management is the process of planning and exercising conscious control of time spent on specific activities — especially to increase effectiveness, efficiency, and productivity.

Time management involves demands relating to work, social life, family, hobbies, personal interests, and commitments. Using time effectively gives people more choices in managing activities.[1] Time management may be aided by a range of skills, tools, and techniques, especially when accomplishing specific tasks, projects, and goals complying with a due Initially, the term time management encompassed only business and work activities, but eventually, the term broadened to include personal activities as well. A time management system is a designed combination of processes, tools, techniques, and methods. Time management is usually a necessity in any project management, as it determines the project completion time and scope.

TIME MANAGEMENT SYSTEMS

Time management systems often include a time clock or web-based application used to track an employee's work hours. Time management systems give employers insights into their workforce, allowing them to see, plan and manage employees' time. Doing so allows employers to manage labor costs and increase productivity. A time management system automates processes, which eliminates paperwork and tedious tasks.

Time management is a somewhat ambiguous term.

Time itself cannot be "managed", but an individual can manage him/herself and the way that s/he deals with time (Claessens, Eerde, Rutte & Roe, 2007; Cannon, 1996).

Time management refers to strategies which support successful executing of behaviors required to effectively achieve goals. Thus, time management aims to maximize individual productivity.

Time management strategies include planning and prioritizing, allocating time, setting goals, monitoring time usage, and self-organization of one's time particularly with regard to performance of multiple tasks within a certain time period (Claessens et. al., 2007). Ineffective time management affects productivity in the workplace and has detrimental consequences on an individual's private lives.

A meta-analysis found that time management behaviors are associated with increases in job satisfaction, health, and stress reduction. However, they noted that the findings in regard to work and academic performance were unclear. Where effects on performance were found, they tended to be positive; however, they were often of small effect size or inconsistent with regard to statistical significance. Time management can also be a useful strategy for coping with stress.

Parts of time management are art, and parts are science. Also, be aware that time management is a multidimensional concept that can be dissected into many skills and behaviours.

SIGNIFICANCE/IMPORTANCE OF TIME
- Effective Time Management Strategies
- Plan each week
- Set goals (day/week/month/year) with time limits
- Set one important objective each day and achieve it
- Keep a study time log of how you study and evaluate how you utilized your time
- Track what you do and eliminate the unnecessary
- Schedule your day but factor in time for the unexpected
- Ensure that the first hour of your study day is productive
- Aim to do it correctly the first time so as to avoid repeating
- Set aside a quiet hour per day for 'me time'
- Develop a habit to complete a task before starting a new one

Managing your time successfully implies accomplishing what is most important for you. This includes scheduling time for socializing, watching a movie, visiting family members, etc. thus contributing to achieving balance in your life which is beneficial to effective study. Life is more than study and work. Give yourself time to explore all dimensions of

you and reflect on the amazing journey that is your life.Keep the big picture in mind – value yourself and what you are wanting to achieve in your life.

" The bad news is time flies...the good news is you're the pilot"

Michael Akahuler

Do not play carelessly with time. No man can ever make up a second of lost time. The only real capital is time. Most people would be shocked at the findings if they measured the amount of time they waste every single day.

Time moves on its own pace regardless of whether we make use of it or not. Never take time for granted. All the money in the world can't buy a wasted moment back.

Time is the one thing that can never be retrieved. The hours that are lost in idleness can never be brought back. The time is going to pass anyway. The only question is how you use it.

Conditions can change in no-time. The very next moment they could be different altogether. Value the current time. Make use. Get down to work immediately.

Always ask, "Ey, brain, what's the best use of my time right now?" to yourself. There will always be only one answer to this question. Your ability to answer this question accurately from time to time and getting down to that work immediately will play a very important role in your success.

STEPS

Step 1 - How much time do you have?

First, we have to know how much effective time we have available. For instance, if we want time to manage our day at work, we have to figure out how long is available for the work.

This is harder than it appears. You may work an 8 hour day, but it is doubtful that you have 8 hours of effective working time in that day. Meetings, trips to the water cooler, discussions about last nights TV shows all cut into your working time. Many people are interrupted by others when they are working - this can be in the form of phone calls, personal visits or urgent e-mails. If you don't know how much effective time you have, you can do an informal time study. Underestimating the amount of time a task will take (e.g., by failing to account for setting the up, travel time to the location, etc.), or overestimating the amount of time one has to complete the task is a cognitive mistake consistently at the heart of poor time management.

Step 2 - What are the tasks?

This is the simple step - you simply record what you have to do. This can be done on a piece of paper, in an electronic organizer, or in some other form. Make sure it's not just in your head, though - while you might have a fantastic memory, we need the information in some form so we can manipulate it. Pick the form that you are happiest with, as it'll be you that has to work with it.

Step 3 - Prioritisation - What is important?

The next step is to ranking the tasks by their importance.

One method is to make three lists, A, B and C:

A is the list of items to do today;

B are things that need to be done in the next week or so, and

C are in the next month or so.

Next, put a number (starting at 1) beside each A list item.

We won't order the B or C list right now.

Step 4 - How much time will each task take?

Go through the list A of tasks and estimate how much time they will each take. Don't worry too much about being perfect, just be as reasonable as you can.

Step 5 - Planning a schedule

Based on the working time available and the estimate of how long each one will take, schedule an order for the tasks.

For example, after meetings and daily tasks, let's say we have 5 hours we can do work. We have 20 tasks, 8 of which are on our A list. Give the 8 tasks an order, and estimate that it will take 1 hour to do each task.

Now, from our plan, we know that we won't finish our A list today. So, we review to see if any of the bottom 3 items is due today (if they were, they should have been a higher priority, but we double check) and then we finalize the ordering, drawing a line after the 5th item (5 items giving us 5 hours of effective work).

Step 6 - Do the work

Do the work. If you find yourself drifting off, put yourself back on track. If you find yourself drifting onto the same distraction, limit it! If you find Youtube videos distracting, put a time limit on them using a browser extension.

However, don't waste time. If a task is too difficult or too boring to do now, do a different task and return to that task in a different context later. Maybe there were birds migrating outside your window whilst road-works where in full blow and children were screaming at each other. Don't waste that time doing a focus-dependent task. Try something a that does not need as much focus. You can walways return to that focus-dependent task a little later (not too much!!).

Step 7 - Review the progress

As soon as we can, after our effective time is up, we review our progress.

For example, maybe we only got through 3 items - item A2 (maybe it was that focus-independent task from earlier) was 2 hours instead of 1 hour, and just as we got started on item A4 we got pulled away for the rest of our effective time for an emergency (maybe the children had fallen into the tar and you needed to help the construction crew take them out).

We learned a few things in this example. First, we underestimated item A2 - so similar items should get more accurate in the future. We also learned that 5 hours is the maximum time that we have available, but we might have less. We can cross 3 things off of today's list.

It is important at this stage to avoid thinking of these misestimations, or of the undone tasks, as failures; they aren't, at least not when you go beyond looking at the directly-visible results and into the less visible results. They are, in fact, successes in that they constitute new and important information that you have gained regarding how long those tasks take. This information will be useful to you in the future.

TYPES OF TIME MANAGEMENT

The 4 Ds are: Do, Defer (Delay), Delegate, and Delete (Drop).

Placing a task or project into one of these categories helps you manage your limited time more effectively and stay focused on what matters most to you

FACTORS OF TIME MANAGEMENT

After considering the benefits of time management, let's look at some ways to manage time effectively:

Set goals correctly. Set goals that are achievable and measurable. ...

Prioritize wisely. ...

Set a time limit to complete a task. ...

Take a break between tasks. ...

Organize yourself. ...

Remove non-essential tasks/activities. ...

Plan ahead.

OBJECTIVES OF TIME MANAGEMENT

The purpose of time is to provide a way of measuring and ordering events and processes. Time enables us to track changes, to compare durations, and to predict future occurrences. It allows us to coordinate our activities with others, to plan for the future, and to reflect on the past.

Essentially, the purpose of time management is to enable people to get more and better work done in less time. Elements of time management include organization, planning and scheduling to best take advantage of the time available.

FEATURES OF TIME MANAGEMENT

A Brief Guide to Time Management

- Stress relief. Making and following a task schedule reduces anxiety. ...
- More time. ...
- More opportunities. ...
- Ability to realize goals. ...
- Set goals correctly. ...
- Prioritize wisely. ...
- Set a time limit to complete a task. ...
- Take a break between tasks.

ADVANTAGES OF TIME MANAGEMENT

Benefits of time management

- It helps you achieve your goals faster. ...
- It Helps you prioritize your work. ...
- You get more done in less time. ...
- Reduces stress. ...
- Prevents procrastination.
- It boosts your confidence and offers Improved career opportunities. ...
- Define and prioritize your tasks. ...
- Break down tasks into smaller tasks.

DISADVANTAGES OF TIME MANAGEMENT

Bad time management can really ruin your work and home relationships whilst leaving you in a constant state of stress, and exhaustion. Here are 6 of the major impacts of poor time management:

- Develop A Bad Reputation In The Workplace
- Increased Stress
- Constant Stage Of Exhaustion
- Missed Opportunities
- Never Able To Relax
- Setting Yourself Up For Failure

Time management has very few disadvantages. The main disadvantages of management are that it takes longer to create plans. It can also make human life mechanical.

How To Stop Poor Time Management

I've discussed some of these strategies throughout this article, but want to list some here:

Start a diary to talk yourself through how you are feeling, tasks coming up and what's on your agenda.

Take 5 minutes at the start of your day to plan your tasks in order of importance.

Regularly update a calendar so you know when deadlines are or events you need to attend. Doing this will help you understand free time.

Learn to work without your phone present, or in do not disturb mode. A huge distraction and method of procrastination.

Break down big projects into smaller chunks. They'll be a lot more manageable that way.

Set SMART goals. Remember everything can't be done in a day, but regular work towards your goals is the way to go.

Get in the habit of taking action right away. Don't leave things to the last minute. Planning does help this as it makes you understand the work load required.

Set boundaries and time limits. Work hard in your working hours and then you can relax other times. Do things to switch off when you aren't working inc hobbies.

Learn to say no. There is always 101 distractions at any given time. Developing the ability to say no and doing what is important is absolutely vital.

METHODOLOGY

9 Types of Time Management Techniques

Achieving work life balance is possible with effective time management. Learning time management tips will not only help you manage your time better but also boost personal productivity. With that said, here are some time management strategies you can try:

1. Pareto Analysis (a.k.a., the 80/20 rule)

The 80/20 rule is a technique created by the Italian economist Vilfredo Pareto. It's the idea that 20% of actions are responsible for 80% of outcomes. The goal of Pareto analysis is to help you prioritize tasks that are most effective at solving problems.

How it works:

List some of the problems you are facing. For example, maybe your grades are slipping.

Identify the root cause of each problem. Maybe your grades are slipping because you spend too much time on social media or any other sort of distraction.

Assign a score to each problem: Assign higher numbers to more important problems

Group problems together by cause: Group together all the problems caused by spending too much time on social media.

Add up the score of each group: The group with the highest score is the issue you should work on first.

Take action.

Types of people who will benefit from Pareto Analysis:

Problem solvers

Analytical thinkers

2. Pomodoro Technique

The Pomodoro Technique was created by entrepreneur and author Francesco Cirillo. This technique uses a timer to break down your work into intervals. Each interval is known as a Pomodoro, named after the tomato-shaped timer that Cirillo created.

How it works:

Choose a task you need to get done.

Set a timer (e.g., for 25 mins).

Focus on the task at hand.

When the timer rings, put a checkmark on a piece of paper.

Take a short break: Take a break for about three to five minutes. Go for a walk, grab a cup of coffee, do something non-work-related to give your brain a break.

Repeat steps two to five: Once you have completed this process four times, you can begin to take longer breaks (20–30 mins).

Types of people that will benefit from the Pomodoro Technique:

Creative thinkers

Those who feel burnt out from work/school

The Pomodoro technique doesn't just teach your time management; it also teaches you in setting goals and how to achieve them. You'll be able to better stick to your daily schedule and weekly schedule.

3. Eisenhower Matrix

Before Dwight Eisenhower became president in 1953, he served in the U.S. Army as an Allied Forces Commander during World War II. He was faced with difficult decisions every day that led him to invent what is now called the Eisenhower matrix, or the urgent-important matrix.

How it works:

Organize your task list into four separate quadrants, sorting them by important vs. unimportant and urgent vs. not urgent, as shown in the graphic below. Urgent tasks are those we feel need to get done immediately. Important tasks are those that contribute to your long term goals or values. Ideally, you should only work on tasks in the top two quadrants—the other tasks, you should delegate or delete.

Types of people who will benefit from the Eisenhower Matrix:

People in leadership positions

Critical thinkers

4. Parkinson's Law

British historian Cyril Northcote Parkinson became famous for the phrase "work expands so as to fill the time available for its completion." In other words, the amount of time you give yourself to complete a specific task is the amount of time it will take you to complete that task.

How it works:

This is not a time management technique per se. It's a law that, when understood, can be applied as one of the most beneficial time management methods out there—but you will have to put in the work. That means working more efficiently in shorter bursts of time. Here are some time management tips:

Try working without a computer charger. This will force you to finish a project before your computer dies.

Get it done early. Instead of finishing an essay by midnight, try to get it done by noon.

Set a deadline. Give yourself a set time to do something—and then cut it in half.

Limit time for tasks. Give yourself only 20 minutes in the morning to answer emails.

Types of people this works for:

Procrastinators

People who work well under pressure

5. Time Blocking Method

Inventor Elon Musk is known for being productive. He manages his time so efficiently that he can work over 80 hours a week and still make time for himself. What's his secret? Time blocking.

How it works:

From the moment you wake up, assign each time block in your day to a task. These tasks can be anything from eating breakfast to studying for a test. Below are the steps Elon Musk uses to block his time:

Divide a piece of paper into two columns. On the left, write down each hour of the day and create blocks of time such as half-hour or hour chunks.

Estimate the time it's going to take to complete each of your tasks and fit them into your time blocks.

Add buffer times in between each time block to allow for adjustments during the day.

Types of people this works for:

Working students or parents

Analytical thinkers

6. Getting Things Done (GTD) Method

Created by author David Allen, this process helps you get things done by recording tasks on paper and then breaking them down into actionable work items.

How it works:

Capture the actions that have your attention: These actions are tasks that can relate to anything from work to school to your personal life.

Clarify what they mean: Decide whether the tasks that have your attention are actionable or not. If an item is not actionable, ignore it for now. If the item is actionable, do it, delegate it, or set it aside.

Organize your actions: Prioritize your to do list according to what you need to get done when.

Reflect: Review your list of actions frequently to determine your next priority. Cross off tasks you have accomplished and update your list.

Engage: Take the actions or smaller tasks you can complete right now.

Types of people who will benefit from the GTD method:

People who struggle to focus on one thing at a time

People who feel overwhelmed in their daily lives

7. Rapid Planning Method (RPM)

"RPM" stands for "rapid planning method" or "result, purpose, and massive action plan." It was developed by motivational speaker Tony Robbins as a way to train your brain to focus on a vision of what you want so you can make it real.

How it works:

Capturing: Write down all the tasks you need to accomplish this week.

Chunking: "Chunk" your tasks together by commonalities. Which items are personal? School-related? Career-focused?

Create your own RPM blocks: On the top of a new sheet of paper, make three columns: the task, the result you want from completing that task, and your purpose for completing it. Next, list the actions you can take to get there.

Create an empowering role for yourself: If you're a student, you might call yourself the "Study Queen." Anything that will get you jazzed about completing your goal.

Types of people who will benefit from the RPM:

Working students or parents

People who have long-term goals

8. Pickle Jar Theory

This theory helps you figure out what is useful and what is not useful in your daily life. It allows you to plan tasks with time to spare and set priorities for your day.

How it works:

Imagine a pickle jar full of sand, pebbles, and rocks. The sand is at the bottom and the rocks sit at the top.

The sand: This represents disrupting elements of your day, such as phone calls, text messages, emails, social media, etc.

The pebbles: This represents tasks that need to be completed, but can be done on another day or by someone else.

The rocks: These are the most important tasks that need to get done today.

Begin by thinking about how your tasks for the day would fit into the above categories. Then make a task list starting with the rocks and ending with sand (if time permits). Include an honest time estimate next to each. Try not to plan more than six hours of an eight-hour working day. This will leave buffer time for the pebbles and sand.

Types of people who will benefit from the Pickle Jar theory:

Visual people

Concrete thinkers

### 9. Eat That Frog Technique

This technique is named after a Mark Twain quote: "Eat a live frog the first thing in the morning and nothing worse will happen to you the rest of the day." Start your day by doing the most onerous tasks first and getting them out of the way.

How it works:

Get clear on a goal. What do you want to achieve most?

Write it down.

Set a deadline.

Compile a list of things you need to do to achieve your goal.

Organize this list in order of priority. The most important items are probably the most difficult. These are your "frogs."

Take action. If you have more than one frog on your plate, eat the nastiest one first.

Repeat this cycle every day so that you're always doing something that will push you toward your goal.

Types of people who will benefit from the Eat That Frog technique:

Abstract thinkers

People with long-term goals
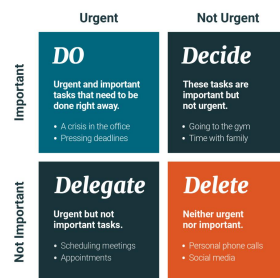
II. CONCLUSION

Having poor time management will make everyday become a challenge and lead to an overwhelming feeling of constantly being behind in life. Time management is a skill that can be learned and improved. Don't panic if this is something you need to work on. Instead take a long term approach and learn how to improve time management. Improving time management will help with confidence, improve productivity and benefit your mental health.

For those that need an extra hand, do seek out a time management coach. A good coach will teach you to prioritize and learn how to handle challenges. Speak to loved ones to get support from the people around you as you work on your personal development.

Prioritization

Prioritize tasks by evaluating your list of activities and organizing them based on how important the task is. Focus on activities that support your goals.

Stress reduction

Time management can reduce stress by helping you focus on urgent tasks that are important.

Better work-life balance

Time management can help you be more productive at work and have more time to spend on your most important relationships.

Improved decision-making

Time management can improve your decision-making ability by reducing work pressure and untangling threads.

SUGGESTION

Do immediately: Important tasks with defined deadlines, or ones you've put off for so long they're now overdue. Schedule for later: Important tasks with no defined deadlines. Delegate: Tasks that someone else can do. Delete: Tasks you can eliminate because they're not critical to your goals or mission.

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